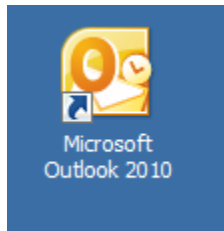
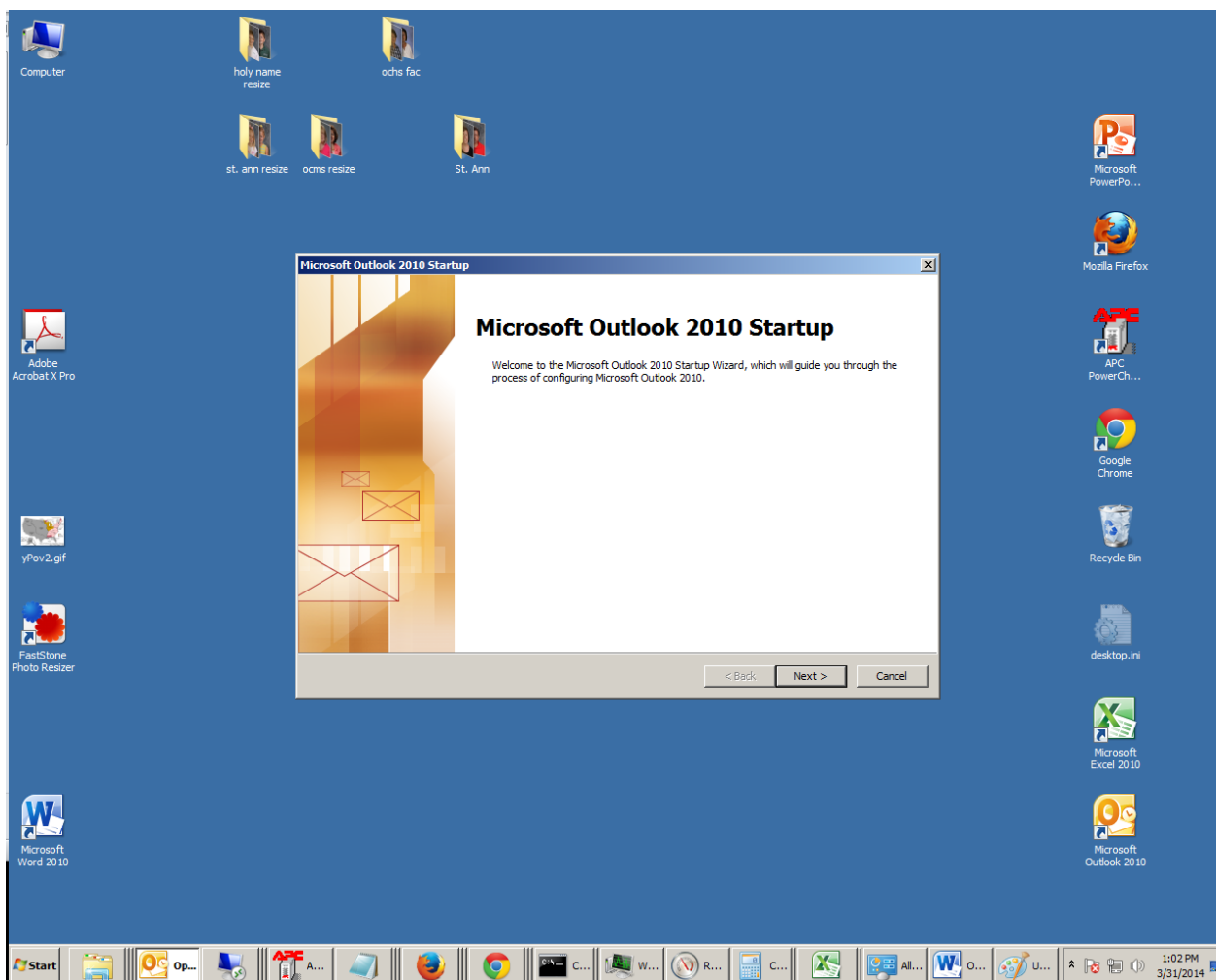


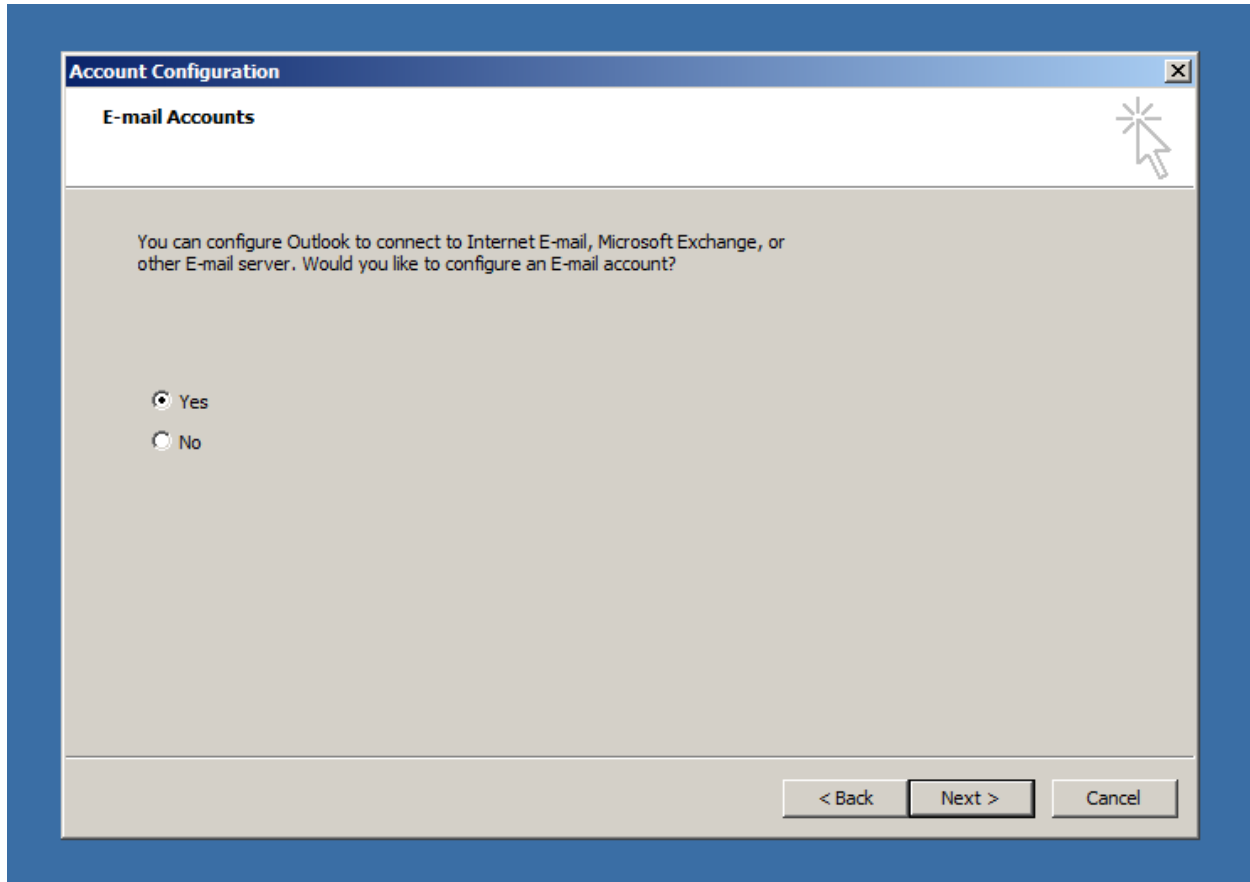
1. Open Microsoft Outlook. The location of the icon will vary from computer to computer but it typically looks something like this.



2. At the Welcome screen of the set up wizard click next.



3. At the next screen leave the selection as “yes” and then click next.



4. At the Add New Account screen enter your name, your e-mail address (firstname.lastname@pastoral.org), and your password twice, then click next.

Add New Account

Auto Account Setup
Click Next to connect to the mail server and automatically configure your account settings.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

Password:

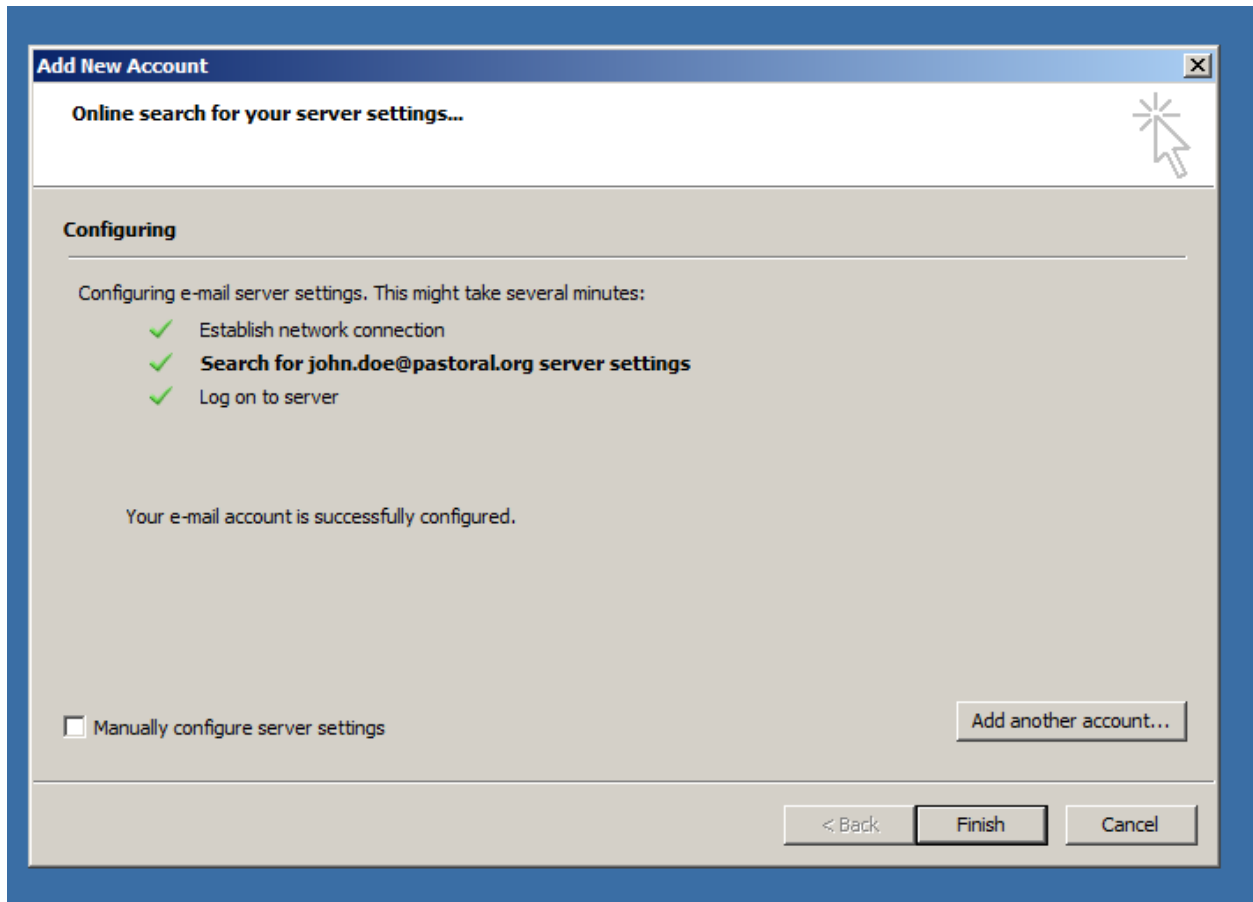
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

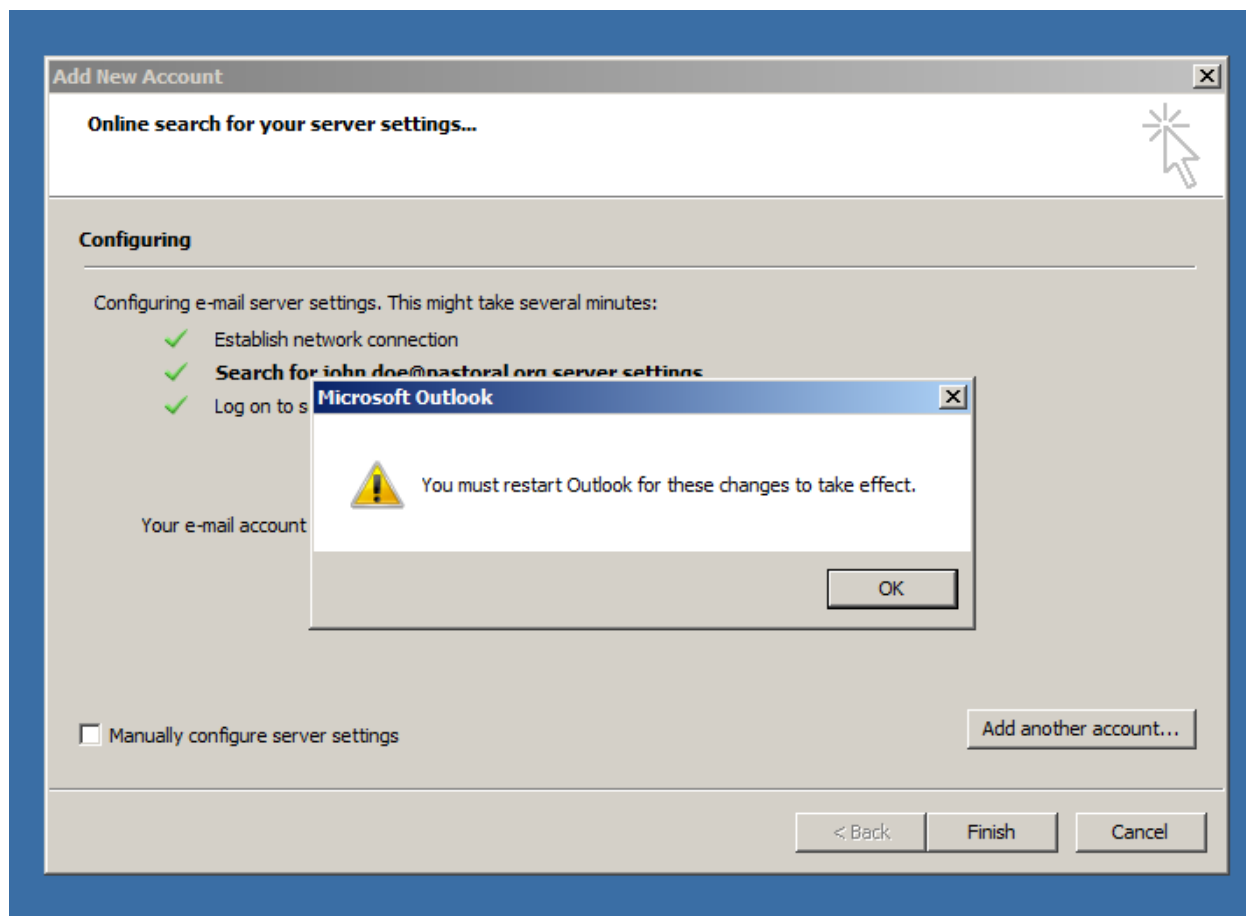
Manually configure server settings or additional server types

< Back Next > Cancel

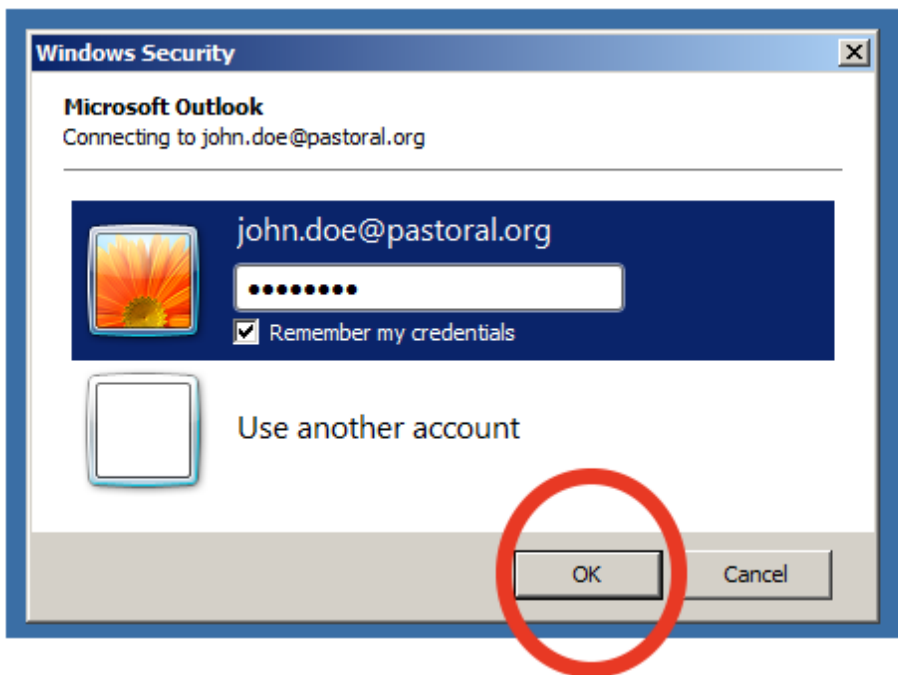
5. Outlook will communicate with the e-mail server and find the settings for your account. When it is done you will see 3 green check marks and then you can click Finish.



6. Outlook will want to close in order to finish adding your account. Click OK.



7. The next time you open outlook you may see a small window asking for your password. Enter your password and, if you would like, click the “Remember my credentials” box so the computer will remember your password in the future. Then click OK.



7. Outlook will then open and show you your email.

